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OPERATIONAL PLAN
for
CENTRAL INTELLIGENCE AGENCY BUILDING
CORNERSTONE CEREMONY

3 November 1959

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I. MISSION

To develop and implement all necessary actions for the laying of the Central Intelligence Agency Building Cornerstone by the President of the United States at 1130 hours, 3 November 1959.

II. EXECUTION

a. Office of the DCI will:

1. Obtain approval from the White House of the ceremonial plan to include placement of press, radio, and TV personnel and equipment.

b. Office of General Counsel will:

1. Mail invitations together with admittance and parking tickets to important invited guests. (See Annex A)

2. Upon receipt of RSVP's, prepare a list of those accepting in order that name cards may be prepared for seats.

3. Develop seating plans and assure that special section and name cards are properly placed.

4. Form a reception committee and brief members in their various duties. Arrange for necessary equipment and transportation for committee.

5. Obtain programs from Printing Services Division and arrange for and make distribution.

c. Office of Logistics will:

1. Prepare a site plan for the ceremony and arrange with contractor for necessary construction. (See Annex B)
2. Obtain necessary furnishings and equipment for conduct of the ceremony.
3. Procure ceremonial trowels.
4. Arrange with contractor for personnel and equipment for laying of cornerstone.
5. Determine seating arrangement for the speakers' platform.
6. Prepare a transportation plan for movement and parking of vehicles on the site. (See Annex C)
7. Make arrangements for the U. S. Air Force Band to participate.
8. Assure that the cornerstone box, together with contents, will be available and in its proper place.
9. Provide transportation and an escort to and from the site for the Rev. Frederick Brown Harris, Chaplain of the U. S. Senate.
10. Prepare a detailed procedure of the conduct of the ceremony. (See Annex D)
11. Make arrangements with the Office of Training for Agency photographers.

d. Office of Security will:

1. Be responsible for all aspects of security.
2. Effect necessary coordination with the U. S. Secret Service, and the police of Fairfax and Arlington Counties.

III. TRANSPORTATION

a. Transportation to and from the site will be the responsibility of each individual attending, except for members of the Reception Committee who will be furnished government transportation.

IV. SERVICES

a. Bus service from the parking lot to the ceremonial site will be available.

b. A comfort station will be located in the vicinity of the ceremonial site.

c. A first-aid station will be established for emergency treatment.

d. Towing and wrecker service will be made available on a standby basis.

e. Pay telephones will be available on the site.

V. MISCELLANEOUS

a. The Director of Logistics will be responsible for coordination of all arrangements for the ceremony.

